

Defense Contract Management Command
PLAS Program Management Center

PLAS - O - GRAM <97-03>

PLAS Administrators,

Your PLAS PMC recently participated in the First DCMC Planning and Budgeting Conference in Boston. Several questions arose concerning "When is the daily TimeCard appended to (lines of code are added to an existing record) and when is it overwritten (updated)?" Some misinformation was provided during a last minute flurry of PLAS questions. As TimeCard entry is the heart of PLAS data, it is critical that all users know how to modify the TimeCard.

The bottom line is: whenever the Timecard is SAVED it ALWAYS OVERWRITES any previous TimeCard entries. The PLAS database reflects whatever was last SAVED by the employee. The user knows the data has been saved when the message "Database Successfully Updated!" appears at the bottom of the TimeCard screen.

For example, if the employee wishes to add two more lines to a TimeCard for a day in which three line of code had already been entered, they would call up the day, ADD the line to the TimeCard, and then SAVE it. The TimeCard for that day would now show five lines of codes.

If the three previously entered line of code were deleted and two different entries made AND THEN THE TIMECARD IS SAVED, the PLAS database would show only the two new added lines of code.

Two PLAS operations contribute to the confusion as to how and when the TimeCard record is updated. First, if changes are made to a TimeCard and the 'Exit' button is chosen, the message 'Data has changed. Do you still want to exit?' appears. This implies that the data has been updated when, in fact, it has not. "Exit" DOES NOT save the data. ONLY using the 'SAVE' button and watching for the 'Database Successfully Updated' message changes TimeCard data. The 'Exit' message will be changed to make this distinction clear.

Confusion is also caused when a TimeCard is changed, 'Exit' is chosen, and the user then re-enters the TimeCard module without exiting PLAS. The "changes" may still appear on the TimeCard screen. Again, if the changes were NOT SAVED, they will NOT be reflected in the CAO PLAS database, and will be lost when PLAS is exited.

New PLAS Rule:

If you want your TimeCard changes to last, always choose 'SAVE' when you exit PLAS.

If an employee has a question concerning what he CAO PLAS database contains for a specific Timecard, they should exit and re-enter the PLAS program and select the TimeCard for the day in question. Whatever currently resides in the PLAS CAO database is then displayed.

Also, contrary to what was stated at the Planning Conference, no more than 10 line of code may be entered for any one PLAS daily TimeCard.

Please provide this info to ALL PLAS users (especially your CAO's representative to the Boston conference).

Thanks for your help!

Don Peterson